



Office Assistant

Department: Countywide

Class Code: 1121

EEO Code: 26

FLSA: N

Effective: 01/07/1994

GENERAL STATEMENT OF DUTIES:

Under immediate supervision; performs work of routine difficulty in providing clerical and general office support within various County departments; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Types/keyboards letters, reports, memos, forms, and labels from handwritten copy; proofreads typewritten materials and corrects copy; verifies accuracy of figures; sorts and distributes incoming mail; prepares outgoing mail; makes deliveries; answers telephone, takes messages and directs calls to proper person; operates personal computer, typewriter, calculator, copying and duplicating machines; sorts and files cards, correspondence, reports and other materials, alphabetically, numerically, or by other established classification; maintains office files; locates and issues requested records and information; maintains charge out systems and logs to provide status of information; obtains information from the general public; copies, collates and binds documents; receives and accounts for fees; keeps personnel time/leave records; greets visitors and responds to their inquiries; sets up small office equipment and prepares meeting areas; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of business English, spelling, punctuation, grammar and arithmetic; some knowledge of modern office procedures and methods.

Working skill in the operation of a typewriter/keyboard; in developing and maintaining effective working relationships with internal and external customers.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of two years of high school level typing, business and office procedure courses; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
